



Langley Research Center

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Organizational Unit Morale Fund Operating Procedures

National Aeronautics and Space Administration

Responsible Office: Office of Human Resources

PREFACE

P.1 PURPOSE

The purpose of the Organizational Unit Morale Fund Standard Operating Procedures is to provide the standard process and procedural requirements of the Organizational Unit Morale Fund (OUMF).

P.2 APPLICABILITY

The OUMF SOP applies to all NASA LaRC Organizational Units.

P.3 AUTHORITY

42 U.S.C. 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

P.4 REFERENCE

- a. LF 395, "Organizational Unit Morale Fund Request Form"

P.5 CANCELLATION

None

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1. General Information

- a. The OUMF is in place to promote activities that shall contribute to the efficiency, welfare, and morale of NASA LaRC Civil Servants.
- b. The OUMF is in place to supplement, not eliminate, the costs of said activities.
- c. The OUMF shall be primarily comprised of funds generated by NASA Exchange vending machine program.
- d. The activities of the OUMF shall include, but need not be limited to, picnics, dances, holiday and/or office parties, etc. OUMF is not a substitute for appropriated funds. Accordingly, OUMF shall not be used to purchase items related to official business, e.g. awards, retirement gifts, or presentation items. Moreover, OUMF shall not be used for events related to conducting official Agency business, even when said business is characterized by a mixed ceremonial, social and/or business purpose.
- e. No funds shall be furnished without the completion and submission of the LF 395, "Organizational Unit Morale Fund Request Form."
- f. The LF 395 shall be completed in its entirety and submitted no later than ten (10) days before the actual need of funds.
- g. The LF 395 shall have the approval and corresponding signature of the Organizational Unit Manager.
- h. Each Organizational Unit shall account for expenditure of these funds utilizing an explanation and receipts when applicable.
- i. Funds may neither be used for the sole benefit of the Organizational Unit Manager, a select group of personnel, nor for personal reasons. All activities shall benefit all of the Civil Servants in each Organizational Unit.
- j. Funds shall be dispersed based on the population of the Organizational Unit, not to exceed an allotment of \$2.00 per Civil Servant per NASA LaRC fiscal year.
- k. Funds may not be used in a manner that violates Government laws or regulations.

2. Responsibilities

a. Organizational Unit Managers

It is the responsibility of the Organizational Unit Manager to:

- (1) Indicate the intent to participate in the OUMF program to the Exchange Finance and Accounting Office by June 1 annually for budgeting purposes. The Exchange fiscal year budget begins October 1 and ends September 30.
- (2) Appoint a Point of Contact (POC) to be responsible for all administrative responsibilities of the OUMF and provide that name to the Exchange Finance and Accounting Office.
- (3) Verify the number of Civil Servants within their Organizational Unit and provide that number to the Exchange Finance and Accounting Office no later than (NLT) annually.
- (4) Determine the best use of the OUMF to maximize the positive impact on the morale of employees. Determine if the use of Organizational Unit Morale Funds shall be better served divided among divisions/branches or consolidated at the Organizational Unit level based on numbers of Civil Servants, and if so, provide the names of the divisions or branches and the number of Civil Servants in each, to the Exchange Finance and Accounting Office.
- (5) Ensure that the proposed activities benefit all Civil Servants employed by the Organizational Unit.
- (6) Approve all LF 395 before they are submitted to the Exchange Finance and Accounting Office.
- (7) Ensure that funds are used in a manner that does not violate Government laws or regulations.

b. Organizational Unit Morale Fund Point of Contact (OUMF POC)

It is the responsibility of the OUMF POC to:

- (1) Obtain all required information and signatures to complete the LF 395.
- (2) Submit LF 395, complete with supporting documentation, to the Exchange Finance and Accounting Office at least ten (10) days before actual funds are needed.
- (3) Track LF 395 and maintain a current status of Organizational Unit Funds available.
- (4) If the Organizational Unit Manager decides to allocate the available portion of the OUMF by divisions and/or branches, the OUMF POC for the Organizational Unit is to serve as the POC for all divisions and/or branches, maintaining accurate individual records for each division and/or branch.

(5) Inform the Exchange Finance and Accounting Office of any changes in Organizational Units (i.e. additional divisions or branches, additional Civil Servants, etc.).

(6) Support the OUM in submission of annual request to the Exchange Finance and Accounting Office.

c. Exchange Finance and Accounting Office Manager

It is the responsibility of the Exchange Finance and Accounting Office Manager to:

(1) Provide each Organizational Unit with necessary information about the OUMF including initial letter, standard operating procedures, and LF 395.

(2) Ensure submitted LF 395's are complete with all necessary documentation and approval signatures before processing request.

(3) Maintain accurate records of the Organizational Units, the Organizational Unit Managers, the number employees in each Organizational Unit, and the Organizational Units POC's for budgeting purposes.

(4) Disburses funds to Organizational Units based on individual organizational requests.

(5) Track Organizational Units usage of their allocation of the OUMF to ensure the maximum value (\$2 per Civil Servant per NASA LaRC fiscal year) has not been exceeded.

(6) Provide quarterly tracking reports of the OUMF to Exchange Operations Manager.

Appendix: Frequently Asked Questions

- a. Question: Is there a limit in the number of LF 395's that can be submitted.
Answer: Organizational Units may submit request for funds via the POC until the annual limit of their allocation is reached.
- b. Question: Where is the Exchange Finance and Accounting Office?
Answer: The Exchange Finance and Accounting Office is located in Facility 1213, Room 141.
- c. Question: How soon are the OUMF allocations available?
Answer: The allocations for each fiscal year are available beginning October 1 through 30 September.
- d. Question: Can the OUMF allocations be used for activities that have already been planned?
Answer: Submission of request shall be made prior to actual activity occurring in accordance with all of the established criteria; however, once the organization's allocations have been depleted, a new allocation shall not be available until the beginning of the new NASA LaRC fiscal year.
- e. Question: If all of the Organizational Unit's allocation is not utilized by the end of the NASA LaRC fiscal year, can the amount "roll over" to the next fiscal year?
Answer: No. Allocations shall be used within the fiscal year in which it was originally allotted.
- f. Question: Is it possible for OUMF allocations to be released before the actual LF 395 is submitted?
Answer: No. The LF 395 shall be submitted at least ten (10) days before funds are actually needed.
- g. Question: If refreshments/food and beverage items are required for approved activities, is the Organizational Unit limited to utilizing NASA Exchange Services.
Answer: No; however, Organizational Units are encouraged to utilize the Exchange services available here at NASA LaRC before acquiring services elsewhere. The Exchange Food and Beverage program has the ability to provide the requested service at best value.
- h. Question: Is the POC to include bills or receipts with the LF 395?
Answer: Yes, all corresponding information shall be submitted with the LF 395.
- i. Question: Are some Organizational Units allocated more of the OUMF than others?

Answer: The amount of money allocated is based on the Organizational Unit's population (\$2.00 per Civil Servant) that may result in a greater amount for larger Organizations.

j. Question: Can you fax LF 395's? If so, to whom should the fax be addressed?

Answer: Yes, LF 395's and all documentation shall be sent to the Exchange Finance and Accounting Office, Extension: 46368, Fax: 44369.